



Sarvajanik Education Society

Sir K. P. College of Commerce, Surat

NAAC Accredited 'A' Grade

Code of Conduct Hand Book



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**SIR K. P. COLLEGE OF COMMERCE
SURAT**

Athwagate, Surat-395 001

Code of Conduct Hand Book

⇒ **Code of Conduct for Principal, Teaching & Non-Teaching**

- ☞ The Principal of an institution in co-ordination and with the guidance of the management shall proceed with the new appointment of Teaching and Non-teaching posts.
- ☞ Principal is directly answerable to the Managing Committee of the Trust.
- ☞ Every Employee in the educational institution shall maintain punctuality, regularity and faithfulness in their respective duty.
- ☞ Every Teacher must be impartial in his/her relations with all his/her student. He/She should be sympathetic and be helpful, particularly to the slow learners.
- ☞ No Teacher shall indulge in or encourage any form of malpractice connected with examinations or other college activities.
- ☞ Every Teacher's dressing shall display the dignity of his/her work.
- ☞ Every Teacher shall avoid any monetary transactions with the students or parents or colleagues.
- ☞ The employees shall give a written complaint to the Principal if they have grievances. The Principal shall resolve the issues if there is a matter to be submitted to the management. It shall be forwarded through the Principal.
- ☞ If an employee has grievances against the Principal, he/she shall appeal to the Management who shall resolve the issue.
- ☞ All the employee working in the Institution shall abide by the rules of University, UGC and Government.
- ☞ No teacher shall engage in private tuitions.
- ☞ An employee shall seek permission of the Principal and Management in case he/she wishes to join a course for career advancement.
- ☞ Every employee shall avoid smoking, chewing tobacco or consuming any intoxicating content during the hours of duty.
- ☞ No Teaching or Non-teaching staff shall be a member of any political party or carry on activities in support of any such party.

⇒ **General Code of Conduct for Students**

- ☞ Students shall be given admission on merit basis within the rules of reservation policy of the Govt. of India.
- ☞ Students should wear Identity Card. I. Card should be shown by the student whenever any College authority demands for the same.
- ☞ Students should reach the classrooms in time. 75% attendance is compulsory.
- ☞ Students should maintain discipline in the classroom and on Campus.
- ☞ No student shall leave the classroom without the permission of the teacher concerned.
- ☞ It is compulsory for students to take part in any of these activities NSS/ NCC/P.T.
- ☞ All the students of F.Y. B.Com & newly admitted students have to undergo medical test.
- ☞ Internal test is compulsory. Students who pass in more than 50% subjects shall be eligible to appear in the University Exam.
- ☞ Mobile phone is strictly prohibited in the class room.
- ☞ Strict action & penalty shall be imposed on students for damaging any college property.
- ☞ Any students tarnishing the prestige of the College shall be suspended with immediate effect.
- ☞ Students are expected to read the notices put up on the college notice boards, college website and college application.
- ☞ Smoking is strictly prohibited in the college campus.
- ☞ Students are not permitted to carry their mobile phones in the examination room.
- ☞ There are separate parking areas for boys and girls. Vehicles must be Parked in parking areas allotted to them systematically.
- ☞ Use of Internet should be made only for educational purpose.
- ☞ Student shall put their grievances and suggestions in writing in the suggestion box.

⇒ **Human Values**

The prime objective of the institution is to inculcate the following Human and Social Values in the Students :-

- ☞ Love for all
- ☞ Peace
- ☞ Freedom
- ☞ Morality
- ☞ Respect
- ☞ Equality
- ☞ Justice
- ☞ Humanitarian Attitude
- ☞ Respect for Nature
- ☞ Responsibility.

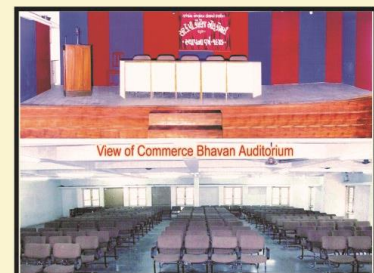
Vision

1. Transforming lives through learning.
2. Nurturing an environment of intellectual excellence, inculcate values, identify talents and above all make good human beings.



Mission

1. To foster a positive, supportive and safe learning environment that values pursuit of knowledge.
2. To empower students with knowledge and skills and make them successful learners and responsible citizens.



Objectives

1. To establish a link between theoretical knowledge and its practical use.
2. To help, guide and prepare our students for facing practical problems.